

PROJECT ADMINISTRATIVE RECORDS

1. Review Memo to Designers 1-37, "Duties of the Project Designer".
2. When the project folder (Preliminary Report) is received, a correspondence record should be attached to the inside of the folder. This form should be used to record all correspondence (oral and written) for quick reference. See Attachment A. Also, a summary of all phone conversations must be kept in the project folder on the "Telephone Memo" form. See Attachment B. A list of all people involved with PS&E should be attached.
3. A "Project Checklist" should be started and kept in the front of the project folder for quick reference. See Attachment C.
4. A copy of all correspondence should be filed in the project folder. Any data concerning the project should be inserted in the folder as soon as possible. The original of all incoming correspondence should be sent to the Office of Structure Design central file. This file is transferred to the Office of Structures Construction when the project goes to contract, but remains in the building for future reference during the construction stage.
5. A record of all project plan prints that are "distributed" is to be kept in the Print Distribution binder in accordance with Memo to Designers 1-5 "Distribution of Plans". See Attachment D.
6. A chronological record of any revisions in design or cost estimates should be kept in the project folder. The Historical Cost Record or similar document may be used for this purpose. See Attachment E.
7. Telephone calls from prospective bidders should be referred to the Specifications Section. See Memo to Designers 1-15. (Note: If you answer any inquiries *AFTER* advertising you will have to file a memo and route to all parties involved).
8. Complete a project check list for completed plan sets after a project has been P&Q'd. See Attachment F. Refer to Memo to Designers 1-3 and the Bridge Design Detail check lists.
9. Complete a road plan check list after road plans have been received. See Attachment G. Refer to Memo to Designers 2-25.
10. Prepare 4-scales and movement rating sheets in accordance with Memo to Designers 2-2 and 7-10.
11. Record telephone communications with construction personnel during the course of the construction project on the "Telephone Memo" form.
12. See floor clerk for the above referenced forms.



Philip C Warriner



Guy D. Mancarti